

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

TO: Mayor and Councilmembers

FROM/PHONE: Chief Patrick Lynn, (954) 693-8320

PREPARED BY: Angela Rodgers

SUBJECT: Resolution

AFFECTED DISTRICT: Townwide

ITEM REQUEST: **Schedule for Council Meeting**

TITLE OF AGENDA ITEM: EXPENDITURE - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE EXPENDITURE OF LAW ENFORCEMENT TRUST FUNDS IN THE AMOUNT OF \$24,950.00 FOR PROMOTIONAL TESTING AND EVALUATION SERVICES FROM COOPERATIVE PERSONNEL SERVICES D/B/A CPS HUMAN RESOURCE SERVICES FOR THE DAVIE POLICE DEPARTMENT.

REPORT IN BRIEF: The Davie Police Department is requesting authorization to enter into agreement with CPS Human Resource Services for the development and evaluation of promotional testing services. The Police Department conducted an informal bid process to solicit vendors that develop and evaluate promotional testing, specifically related to law enforcement. The Town solicited five (5) vendors and received five (5) bids.

The Police Department reviewed all solicitations and collaboratively agreed on selecting Cooperative Personnel Services d/b/a CPS Human Resource Services for the following reasons: 70 plus years experience in job task analysis and testing development for public sector; testing development based on academical factors and proven validation and correlation to the actual job function; pricing that is inclusive of travel, assessors, and total analysis, development, administering and feedback.

The Police Department chose not to use the two lower cost vendors for the following reasons:

- Promotional Testing Unlimited due to the financial burden being placed on the Department for travel, assessors and evaluators and other consultant expenses that are inclusive in proposals supplied by CPS Human Resource Services, Miami Dade College and L.J.Graig & Associates, Inc.

- Berger and Associates due to prior affiliation with members of the Department which would not allow for an independent and unbiased selection process.

PREVIOUS ACTIONS:

CONCURRENCES:

FISCAL IMPACT: Yes

Has request been budgeted? Yes

If yes, amount needed: \$24,950.00

What account will funds be appropriated from: Law Enforcement Trust
Funds Account

001-0520-521-0317

RECOMMENDATION(S): Motion to approve resolution

Attachment(s): Resolution

Davie Police Department Memo
Vendor Quotation, Vendor/Bidder Disclosure Forms, and Incorporation
paperwork

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE EXPENDITURE OF LAW ENFORCEMENT TRUST FUNDS IN THE AMOUNT OF \$24,950.00 FOR PROMOTIONAL TESTING AND EVALUATION SERVICES FROM COOPERATIVE PERSONNEL SERVICES D/B/A CPS HUMAN RESOURCE SERVICES FOR THE DAVIE POLICE DEPARTMENT.

WHEREAS, the Davie Police Department is in need of contracting services with an organization for the development, administration, evaluation, feedback and task analysis for promotional testing; and

WHEREAS, the Town solicited informal bids from five (5) vendors; and

WHEREAS, the Police Department is recommending Cooperative Personnel Services d/b/a CPS Human Resource Services to provide promotional testing services; and

WHEREAS, after review, the Town Council wishes to approve the expenditure of Law Enforcement Trust Funds in the amount of \$24,950.00 for the facilitation of the Police Department's promotional testing.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby approves the expenditure of \$24,950.00 from Law Enforcement Trust Funds 001-0520-521-0317 for promotional testing services to be provided by Cooperative Personnel Services d/b/a CPS Human Resource Services.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2008

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2008

DAVIE POLICE DEPARTMENT

Memorandum



TO: Chief Patrick Lynn

THRU: Captain J. Brad Carney

DATE: February 8, 2008

RE: Promotional Testing Selection

After reviewing the five vendors for the promotional testing and evaluation, the recommendation is for CPS Human Resource Services to facilitate the promotional process of both sergeant and lieutenant selections. Listed below are the disqualifying factors of the other four vendors.

- Promotional Consulting Unlimited was eliminated due to their exclusion of travel, hiring of assessors and evaluators and other consultant fees that would be the financial responsibility of the Department to provide.
- Berger and Associates, Inc. was eliminated due to their prior affiliation with Department members which would not allow for an unbiased and independent selection process.
- Miami Dade College and L.J. Craig & Associates, Inc. were comparable services as CPS Human Resource Services; however their pricing was greater than CPS's.

CPS Human Resource Services is the greatest value to the Town due to their academically developed job task analysis and evaluation which will allow for better identifying of testing markers for the selection of appropriate candidates for the promotional position. They also have included in their proposal a full development, administering, evaluation and feedback process. They were highly recommended by Boca Police Department, Kissimmee Police Department and Fort Myers Police Department. CPS is independent with no prior affiliation with the Town of Davie and will provide impartial testing and evaluation.

**Promotional Testing
IB-08-023**

Company	Cost	Selection/Non Selection
Berger and Associates	11,450.00	<i>Not Selected</i> - due to prior affiliation with members of the Department which would not allow for an impartial and independent testing and selection process
Promotion Consulting Unlimited	\$14,000.00	<i>Not Selected</i> - due to financial burden placed on the Department for excess consultant fees (travel, hiring evaluators, printing, hiring assessors)
CPS Human Resource Services	24,950.00	<i>Selected</i>
L.J. Craig & Associates, Inc.	28,340.00	<i>Not Selected</i> - Cost
Miami Dade College	62,950.00	<i>Not Selected</i> - Cost

Fee Proposal with Work Breakdown

Police Sergeant and Lieutenant

Update/Conduct Job Analyses for Both Ranks	No Fee
Development and Administration of Written Examinations for Both Ranks	\$6,000.00
Candidate Orientation for Both Ranks	No Fee
Development and Administration of a 3-Exercise Model Assessment Center for Both Ranks Assist the Department with Recruiting Assessors and Conduct Assessor Training for Both Assessment Processes	\$18,950.00
Consultant Expenses (travel, hotel, meals, shipping, printing, etc.)	Included
Development of Feedback Reports for Candidates	No Fee
MAXIMUM TOTAL TESTING/ASSESSMENT FEES	\$24,950.00 (including expenses)

Travel, food, and lodging expenses for assessors will be the responsibility of the Department, unless otherwise requested. Assessment center facilities and time of personnel assisting in the development of the assessment center processes will be the responsibility of the Department. Also, besides assisting the Department in responding to questions and/or inquiries regarding the examination processes, we will provide four hours of consulting time without charge in defense of the examination processes if they are legally challenged and/or litigated. Additional consulting services will be invoiced at the rate of \$200.00 per hour for general consultant time, and/or actual testimony before any governing bodies or courts of law, plus expenses. Niki Polk will be the point-of-contact throughout both processes and will be on-site for all development and planning meetings, all written examination and assessment center administrations, both assessor training sessions, and candidate orientation for both ranks.

**Town of Davie
Vendor/Bidder Disclosure**

I, Donald E. Rose, being first duly sworn state that:

The full legal name and business address of the person(s) or entity contracting with the Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: CPS Human Resource Services
Address: 241 Lathrop Way
Sacramento, CA 95815
FEIN 68-0067209
State and date of incorporation California, Joint Powers Authority
March 15, 1985

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Names, Addresses, and Titles of Individual Who Will Lobby:

Full Legal Name	Address	Ownership
		%
	N/A	%
		%
		%

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name

Address

N/A

By: Donald E. Rose
Signature of AffiantDate: 1-31-08Donald E Rose
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this _____ day of _____, 200__, by _____, he/she is personally known to me or has presented _____ as identification.

Notary Public, State of Florida at Large_____
Print or Stamp of Notary_____
Serial Number_____
My Commission Expires :

Form W-9 (Rev. November 2005) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.				
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Cooperative Personnel Services					
	Business name, if different from above CPS Human Resource Services					
	Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Other JRA <input type="checkbox"/> Exempt from backup withholding					
	Address (number, street, and apt. or suite no.) 241 Lathrop Way City, state, and ZIP code Sacramento, Ca 95815	Requester's name and address (optional)				
	List account number(s) here (optional)					
Part I Taxpayer Identification Number (TIN)						
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div>6</div><div>8</div><div>0</div><div>0</div><div>8</div><div>7</div><div>2</div><div>0</div><div>9</div> </div> </td> </tr> <tr> <td style="text-align: center;">OR</td> </tr> <tr> <td style="text-align: center;">Employer identification number</td> </tr> </table>			Social security number	<div style="display: flex; justify-content: space-around;"> <div>6</div><div>8</div><div>0</div><div>0</div><div>8</div><div>7</div><div>2</div><div>0</div><div>9</div> </div>	OR	Employer identification number
Social security number						
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OR						
Employer identification number						
Part II Certification						
Under penalties of perjury, I certify that:						
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and						
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and						
3. I am a U.S. person (including a U.S. resident alien).						
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)						
Sign Here	Signature of U.S. person D. Cousin	Date 1/9/08				
Purpose of Form						
A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.						
U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:						
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),						
2. Certify that you are not subject to backup withholding, or						
3. Claim exemption from backup withholding if you are a U.S. exempt payee.						
In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.						
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.						
For federal tax purposes, you are considered a person if you are:						
<ul style="list-style-type: none"> • An individual who is a citizen or resident of the United States, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or • Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information. 						
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.						
The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:						
<ul style="list-style-type: none"> • The U.S. owner of a disregarded entity and not the entity. 						

